



Chris Christie  
Governor

Kim Guadagno  
Lt. Governor

Allison Blake, PH.D., L.S.W  
Commissioner

JOB VACANCY POSTING

POSTING #:

063-14

ISSUE DATE:

May 16, 2014

TITLE:

ASSISTANT AREA DIRECTOR

CLOSING DATE:

May 30, 2014

LOCATION:

Department of Children and Families (DCF)  
Union Area Office  
200 West 2<sup>nd</sup> Street, 4<sup>th</sup> Floor  
Plainfield, NJ 07060

POSITIONS:

1

DISTRIBUTION:

DEPARTMENT WIDE

SALARY:

Commensurate with  
education and experience.

SCOPE OF ELIGIBILITY:

Open to employees of the Department of Children and Families as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

RESPONSIBILITIES

The Assistant Area Director (AAD) is responsible for the roll out and implementation of the Case Practice Model (CPM) which is at the crux of the child welfare reform, Modified Settlement Agreement (MSA) in New Jersey. The AAD is also responsible for staff development and training within the geographic area of responsibility; ensuring compliance with the MSA annual total training hours for the caseload carrying staff.

REQUIREMENTS

**EDUCATION:** A Bachelor’s degree from an accredited college or university is expected. A Master’s degree in social work or related field is preferred.

**EXPERIENCE:** At least five (5) years of social service experience which should include substantive experience in the management and leadership of social service program, two (2) years of which must be in the title of Supervising Family Service Specialist 1 or higher level title.

**LICENSE:** Appointee will be required to possess a driver’s license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

Electronic Filing:

Forward a cover letter and resume electronically to:

Jennifer.Dowd@dcf.state.nj.us

Include the Job Posting # in the subject line of your email.

Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

Linda M. Dobron, Director  
Department of Children and Families  
Office of Human Resources  
P.O. Box 717  
Trenton, NJ 08625-0717